



204 Fourth Street, Suite A
Woodland, CA 95695
530-666-8918
law.library@yolocounty.org
yololawlibrary.org

AGENDA FOR MEETING OF THE BOARD OF TRUSTEES

NOTICE: This agenda can be made available in appropriate alternative formats to persons with a disability.

NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following link.

**The Yolo County Law Library Board of Trustees will meet on
Thursday, June 23, 2022 at 12:15 pm.**

Government Code section 54953(e)(1) authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this Agenda.

By PC [Here](#) or By Phone: (408) 638-0968 Meeting ID: 893 7418 2330

1. Rollcall
2. Public Comment: This is the opportunity for members of the public to address the Board on subjects relating to Law Library Board business.
3. Adopt Resolution Authorizing Remote and Hybrid Teleconference Meetings of the Yolo County Law Library Board of Trustees Pursuant to Assembly Bill 361
4. Consider approval of routine business
 - a. Approval of minutes (May 26, 2022 meeting)
 - b. Ratification of claims from May-June 2022
5. Financial report
 - a. Court distributions:
 - a. April 2022: \$7,378.64 (funds available 6/11/2022)
 - b. Income/expenditure report
6. Three-year strategic plan goals and FY2023 performance objectives; FY2023 budget plan
 - a. Consider adoption of three-year strategic plan (July 2022-June 2025) and FY2023 objectives
 - b. Consider adoption of FY2023 budget plan
7. Director's report

Closed session: Public Employee Performance Evaluation (Gov. Code § 54957)
Title: Library Director

I declare under penalty of perjury that the foregoing agenda was posted at the Law Library Entrance, 204 4th St, Woodland, CA 95695 as required by law.

By: /S/

A handwritten signature in black ink that reads "Janet Coles". The signature is written over a horizontal line.

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Law Librarians for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Law Librarians as soon as possible and preferably at least 24 hours prior to the meeting. Public documents pertaining to the agenda may be viewed or obtained during regular business hours at the Law Library, or on the Law Library's website at https://yololawlibrary.org/?page_id=79. The Law Librarian may be reached at telephone number 530-666-8918, or email law.library@yolocounty.org or at the following address: Yolo County Law Library, 204 Fourth Street, Suite A, Woodland, CA 95695

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Officer, to minimize the spread of the COVID 19 virus, please do the following:

You are strongly encouraged to observe the live stream of the Board Meeting.

By PC: <https://yolocounty.zoom.us/j/89374182330>

Dial by your location: (408) 638-0968

Meeting ID: 893 7418 2330

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

If you choose not to observe the Board meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to janet.coles@yolocounty.org. Your comment will be placed into the record at the Board meeting.

If you are watching/listening to the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to janet.coles@yolocounty.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

**YOLO COUNTY LAW LIBRARY BOARD OF TRUSTEES
RESOLUTION NO. 6**

**RESOLUTION AUTHORIZING REMOTE AND HYBRID TELECONFERENCE
MEETINGS OF THE YOLO COUNTY LAW LIBRARY BOARD OF TRUSTEES
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Yolo County Law Library (YCLL) is committed to preserving and nurturing public access and participation in its meetings; and

WHEREAS, the Brown Act, Government Code section 54953, subdivision (e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued rates of transmission of the virus and variants causing COVID-19 within Yolo County are such that meeting in person would present imminent risks to the health or safety of some attendees of public meetings, particularly those with pre-existing health conditions; and

WHEREAS, the Board of Trustees has considered the current circumstances of the state of emergency, and determined that the state of emergency continues to directly impact the ability of the members to meet safely in person

NOW, THEREFORE, BE IT RESOLVED by the Yolo County Law Library Board of Trustees as follows:

1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. A proclaimed state of emergency exists and as a result of the emergency, meeting in person would present imminent risks to the health or safety of some attendees, particularly those with pre-existing health conditions.
3. The Board of Trustees is hereby authorized and directed to conduct open and public meetings in accordance with Government Code section 54953, subdivision (e) and other applicable provisions of the Brown Act.
4. This Resolution is intended to enable the Board of Trustees to meet via teleconference in accordance with Assembly Bill 361 of 2021 (Statutes 2021, Chapter 165), whether solely by teleconference or via a "hybrid" combination of physical location and teleconference.
5. This Resolution shall take effect immediately upon its adoption and shall be effective for a period of thirty (30) days thereafter, unless extended pursuant to Government Code section 54953, subdivision (e)(3). Expiration of this resolution shall not prejudice any subsequent action to adopt another resolution in accordance with Government Code section 54953, subdivision (e) during the present or any future state of emergency.

PASSED AND ADOPTED by the Yolo County Law Library Board of Trustees, County of Yolo, State of California, this 23rd day of June, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Hope P. Welton, President
Yolo County Law Library Board of Trustees

ATTEST:

Janet Coles, Law Librarian and Clerk
Board of Trustees

**Yolo County Law Library Board of Trustees
Minutes of the May 26, 2022 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, May 26, 2022, scheduled for 12:15 PM, via Zoom online conferencing.

President-Elect Wolk called the meeting to order at 12:20 PM.

Present: Trustees Blake, Cortés, Maguire, Mack, Meyer, Wolk. Staff: Director Coles

Absent: President Welton

There was no public attendance, and no public comment was received.

Discussion and action items:

- 1) Renew authorization for remote (teleconference/videoconference) meetings.**
The Board approved a resolution authorizing remote and hybrid teleconference meetings pursuant to Assembly Bill 361.
- 2) Consider approval of routine business.**
 - a. The minutes of the April 28, 2022 meeting were approved.
 - b. April-May 2022 claims were ratified.
- 3) Financial report and budget amendment.**
 - a. Court distributions for March 2022 (\$8,352.78) were reported.
 - b. Coles provided an income and expenditure report for FY2022 showing a balance of \$25,169.02 for cost center 7001 and -\$39,381.46 for cost center 7002.
- 4) Three-year strategic plan goals and FY2023 performance objectives.** Coles presented a draft FY2023 budget and three-year strategic plan to the Board, noting that these were for the Board's information and discussion at this point and that final decisions about the plan and budget do not have to be made until the July meeting. Coles pointed out that there were some corollary decisions the Board would need to make along with approving the plan in full. These included a) changing the Law Library's hours, to be open five days per week, to meet the federal requirements for passport acceptance centers; and b) reconfiguring the library space, to move the staff workstations from the existing office to the reading room area and to turn the office into a conference room/meeting space.

The Board raised several questions and concerns about the proposed space reconfiguration. These included: sufficient quiet space and protection for staff to work; security of library materials stored in the office space; staff safety; and demand for conference room space. Coles stated that the reason she is proposing turning the existing office into a conference room is that the current conference room is more like a closet and it only seats a few people. She was hoping to be able to offer a better space for library users and to also rent the space to other community groups. She said that staff were normally out in the reading room anyway when there were patrons in the library and that the office space would still be available much of the time for private work or retreat if needed. She said there were tradeoffs but that she felt the benefits outweighed the negatives. She said that one of the FY2023 goals listed in the strategic plan was to have a security assessment done for the library, and that assessment would be done before any space changes were implemented.

Coles also said that the need to keep the library's current treatises and legal reference works under lock and key was obviated by the fact that the library no longer has an after-hours service, and that it was her preference to have those materials available to users

without having to walk into someone's office. She also said that these materials are seldom used and that missing pages or volumes can be obtained from the publisher at no additional cost, at least for the materials currently under subscription. She mentioned that there were some rare or historical books that should be secured, but those could be placed in a locked cabinet.

Coles mentioned that she had introduced the topic of relocating the library at the last Board meeting, and that conducting a feasibility study on this in FY2023 was one of the goals included in the strategic plan. She said that bigger and more impactful changes to the library's existing space, such as removing a large portion of the existing compact shelving and creating a conference/meeting room in that area, would be expensive and that the Board would likely want to hold off on pursuing those until a decision had been made about relocation. Some Board members posited that the County had a responsibility by law to provide the library with an adequate space and that the County should cover at least part of the bill for needed changes.

The Board also discussed the proposed Lawyers in the Library service included in the draft strategic plan. It was stated that this service seems good in concept but that it can be very difficult to get Yolo lawyers to do pro bono work, given that many are solo or small practitioners and lack time and resources. Coles said that she had spoken with the president of the Yolo County Bar Association (Rafael Moore) and that he said he thought there were attorneys in the county who would be willing to provide classes or consultations pro bono if they could be covered by insurance.

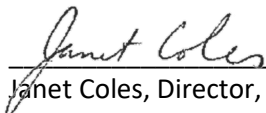
Coles said that she had researched the possibility of the library purchasing insurance for volunteer attorneys and had been given a ballpark figure of around \$1500-2000 per year. Trustee Meyer said that Capitol Pro Bono is part of Legal Services of Northern California (LSNC) and that lawyers working pro bono through them would be covered by insurance, though there would be other limitations. Coles said perhaps the library could offer some compensation for attorneys, though this is not the model typically followed by other county law libraries that offer this service. She said that she wanted to meet with knowledgeable stakeholders and discuss possibilities.

5) **Director's report.**

Coles reported that new library assistant Leah Procter started on May 9. She said that the library participated in its first community event (the Woodland Senior Fair) on May 26, and was scheduled to participate in the Celebrate Davis community fair on June 3, and at the Yolo County Fair in August. She said that staff had begun some preservation work on some of the older and rarer materials in the library, cleaning and creating acid-free enclosures.

6) **Adjournment.** The meeting was adjourned at 12:59 PM.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1	CITY OF WOODLAND	064694	5/16/2022	6950	67	6200	7001	501071	\$ 64.00
2	10167 RICOH	106168632	5/13/2022	6950	67	6200	7001	501190	\$ 217.78
3	YOLO COUNTY GENERAL SERVICES	JE12-15	4/1/2022	6950	67	6200	7001	501071	\$ 249.00
7001 total									\$ 530.78

4	AMAZON BUSINESS	1QTH-GCVX-GHXM	5/8/2022	6950	67	6200	7002	501110	\$ 95.67
5	AMAZON BUSINESS	17L3-RL9K-QWFP	5/21/2022	6950	67	6200	7002	501110	\$ 91.88
6	AMAZON BUSINESS	1JTN-RFQV-YWWK	5/23/2022	6950	67	6200	7002	501110	\$ 120.43
7	11113 CEB	11072681	5/5/2022	6950	67	6200	7002	501230	\$ 346.18
8	11113 CEB	12234859	5/29/2022	6950	67	6200	7002	501231	\$ 340.25
9	10101 LEXIS/NEXIS	2869000G	6/1/2022	6950	67	6200	7002	501230	\$ 959.50
10	TALAS	IN119562	5/12/2022	6950	67	6200	7002	501110	\$ 542.36
7002 total									\$ 2,496.27

Total (7001 & 7002) \$ 3,027.05

Prepared By:

Janet Coles

6/6/2022

Approved by the President or Vice President of the Board of Trustees

Hope P. Welton

Dated: 06/06/2022

Janet Coles



City of Woodland

300 FIRST STREET WOODLAND, CA 95695
Contact: FINANCE DEPARTMENT - (530) 661-5847

INVOICE

064694

Page 1 of 1

DATE	05/16/2022
CUSTOMER	05504
AMT DUE	64.00
PO/REF#	N/A

YOLO LAW LIBRARY
204 FOURTH ST
WOODLAND, CA 95695

AMOUNT PAID _____



MAKE CHECKS PAYABLE TO CITY OF WOODLAND
PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

DESCRIPTION	AMOUNT
Fire Inspection Expense 04/05/2022 Engine Comp Safety Inspection <1000 sf \$64.00 Expires: 04/05/2024 Physical address: 204 Fourth St.	64.00
Total Amount Due:	64.00
CUSTOMER NO. 05504	PAYABLE UPON RECEIPT 64.00

Please Remit to: CITY OF WOODLAND
ATTENTION: AR
300 FIRST STREET
WOODLAND, CA 95695

PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER **1584884-1030470USC**

PLEASE REFER TO ACCOUNT NUMBER
ON ALL INQUIRIES
PLEASE DO NOT STAPLE OR FOLD THIS PORTION

7A J



DUPLICATE	06/03/2022
DUPLICATE	05/13/2022
DUPLICATE	106168632
AMOUNT DUE	\$217.78
AMOUNT PAID	

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YOLO COUNTY OF
ATTN: ACCOUNTS PAYABLE
204 4TH ST STE A
WOODLAND CA 95695-3502

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RICOH USA, INC.
PO BOX 650073
DALLAS TX 75265-0073



01 0000000015848849 0001061686324 0000000000217786

RICOH

Ricoh USA, Inc.

To avoid late charges, all payments must be received by the due date. Late charges will be added to your invoice consistent with the terms and conditions of your contract.

DUPLICATE	106168632
DUPLICATE	05/13/2022
DUPLICATE	06/03/2022

ACCOUNT NUMBER **1584884-1030470USC** 7A J

For billing inquiries, please call Customer Service at the number printed below. Please refer to your account number on all inquiries.

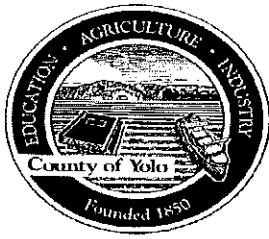
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YOLO COUNTY OF
ATTN: ACCOUNTS PAYABLE
204 4TH ST STE A
WOODLAND CA 95695-3502

PLEASE CALL 1-800-595-1011 FOR ACCOUNT INQUIRIES

DESCRIPTION	QUANTITY/AMOUNT	TOTALS
PREVIOUS BALANCE		\$107.92
RENEWAL	96.74	
MODEL : MP2554SP SERIAL: C86179278		
METER FROM: 03/31/2022 TO : 05/01/2022		
METER BEG.: 62,074 END : 62,634		
ADDITIONAL IMAGES 560 @ \$0.00890	4.98	
STATE TAX	6.10	
COUNTY TAX	1.27	
DISTRICT TAX	.77	109.86
MP2554SP C86179278		
CURRENT BILLING PERIOD: 05/03/2022 - 06/02/2022		
BEGIN SERVICING YOUR RICOH ACCOUNT ONLINE AT: WWW.GETMYACCOUNTS.COM		
-YOU WILL NEED YOUR FULL ACCOUNT NUMBER TO REGISTER		
-OBTAIN YOUR INVOICE, PAY HISTORY, AND MORE		
-ELECTRONICALLY MAKE PAYMENTS, SETUP AUTO-PAY		

CURRENT	30 DAYS	60 DAYS	90 DAYS	THANK YOU FOR YOUR PROMPT PAYMENT	AMOUNT DUE
217.78	0.00	0.00	0.00		\$217.78

RETAIN THIS INVOICE PORTION FOR YOUR RECORDS



Invoice

Yolo County General Services Department
 Facilities Division
 120 West Main Street, Suite D, Woodland CA 95695

Date: May 26, 2022
 Invoice #: 4/1/2022

JE12-15

To: Law Library
 Attn: Janet Cole

Monthly Recurring Costs				Line Total
81464	Labor	3	\$83.00	\$249.00
	Labor		\$83.00	\$0.00
	Labor		\$83.00	\$0.00
	Labor		\$83.00	\$0.00
	Labor		\$83.00	\$0.00
Monthly Recurring Costs				Line Total
				\$0.00
				\$0.00
				\$0.00
Total				\$249.00

5377-501041-6600420199

\$249.00

Total \$249.00

Yolo County

Monthly Building Charge Back-LL TECH

Completion Date on or after 04/01/2022

Department Code begins with 58-2057

Completion Date on or before 04/30/2022

Building Name
Public Defender/MDIC/Law Library

Completion Date
04/26/2022 09:46

Department Name
58 OLD JAIL MDIC

Work Order # Total Hours
GS-81464 3.0000

Request
The lock on our front door seems to be broken. We can't open it with our keys. Could you please fix it? Also, the toilet in the women's bathroom is leaking pretty badly and needs fixing as well. Thanks.

Task Comment
LARRY GUENTHER- Repaired crashbar hardware; door functions as designed; replaced anti-siphon seal and angle stop; toilet functions as designed.

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by June 22, 2022

Item subtotal before tax	\$ 89.44
Shipping & handling	\$ 0.00
Promos & discounts	(\$ 0.89)
Total before tax	\$ 88.55
Tax	\$ 7.12

Amount due \$ 95.67 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410797819508
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Account # A31P7M9MF5SXPB

Payment terms Net 45

Purchase date 04-May-2022

Purchased by Janet Coles

Registered business name

County of Yolo

Bill to

County of Yolo
 625 Court St.
 Room 103
 Woodland, CA 95695

Ship to

Yolo County Law Library
 204 4TH ST STE A
 WOODLAND, CA 95695-3502

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Sinceroct Make Your Own Stickers, 60 PCS Make-a-Face Stickers with 20 Designs, Animals Stickers for Kids. Party Favors, Gift of Festival, Rewards, A	8	\$11.18	\$89.44	8.000%
ASIN: B07YGG7RJM Sold by: Kunming Chengpin Made Electronic Commerce Co., Ltd Order # 111-5034443-4220261				
2 Promotions & discounts			(\$0.89)	8.000%

Total before tax	\$88.55
Tax	\$7.12
Amount due	\$95.67

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by July 05, 2022

Item subtotal before tax	\$ 74.72
Shipping & handling	\$ 10.35
Promos & discounts	\$ 0.00
Total before tax	\$ 85.07
Tax	\$ 6.81
Amount due	\$ 91.88 USD

Account # A31P7M9MF5XPB

Payment terms Net 45

Purchase date 16-May-2022

Purchased by Janet Coles

Registered business name

County of Yolo

Bill to

County of Yolo

625 Court St.

Room 103

Woodland, CA 95695

Ship to

Yolo County Law Library

204 4TH ST STE A

WOODLAND, CA 95695-3502

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
 Bank name Wells Fargo Bank
 ACH routing # (ABA) 121000248
 Bank account # (DDA) 41630410797819508
 SWIFT code (wire transfer) WFBIUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
 Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 PTI Bookkeeper Spray - Net mass 150g (5.29 Oz. weight)	1	\$49.95	\$49.95	8.000%

ASIN: B00LM7GQY4 Sold by: Sands Point Industries Inc
 Order # 111-8392122-7475421

Description	Qty	Unit price	Item subtotal before tax	Tax
2 Lineco Neutral pH Adhesive, Acid-Free PVA Formula Water Soluble Dries Clear and Quick Flexible When Dried. 8 Ounces. Ideal For Book Binding and Other ASIN: B00116FEHE Sold by: WHP ASSOCIATES LLC Order # 111-4825651-5890600	1	\$9.81	\$9.81	8.000%
3 Lann's Linens - 70" x 120" Premium Tablecloth for Wedding / Banquet / Restaurant - Rectangular Polyester Fabric Table Cloth - Royal Blue ASIN: B07PFFNVXN Sold by: Spohn Global Enterprises LLC Order # 111-2765331-6673841	1	\$14.96	\$14.96	8.000%
4 Shipping & handling			\$10.35	8.000%
			Total before tax	\$85.07
			Tax	\$6.81
			Amount due	\$91.88

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

For customer support, visit www.amazon.com/contact-us.**Invoice summary***Payment due by July 07, 2022*

Item subtotal before tax	\$ 112.31
Shipping & handling	\$ 0.00
Promos & discounts	(\$ 0.87)
Total before tax	\$ 111.44
Tax	\$ 8.99
Amount due	\$ 120.43 USD

Account # A31P7M9MF5SXPB**Payment terms** Net 45**Purchase date** 16-May-2022**Purchased by** Janet Coles**Registered business name**

County of Yolo

Bill to

County of Yolo

625 Court St.

Room 103

Woodland, CA 95695

Ship to

Yolo County Law Library

204 4TH ST STE A

WOODLAND, CA 95695-3502

Pay by**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410797819508
SWIFT code (wire transfer) WFBIUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
 Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Lineco Quick Bind Gummed Tape for Book Making, 2 X 36 inches, White (739-1202)	2	\$12.66	\$25.32	8.000%

ASIN: B003YPPXTQ Sold by: bsddistributor
 Order # 111-0123979-3085028

Description	Qty	Unit price	Item subtotal before tax	Tax
2 GORGE CRAFT 2 Inch x 21 Yard Bookbinding Tape Cloth Book Repair Tape Safe Cloth Library Book Hinging Repair Craft Tape Acid Free for Bookbinders Hingin ASIN: B08BR5RH49 Sold by: wuhanjiaxudianzishangwuyouxiangongsi Order # 111-1490841-6012200	1	\$13.99	\$13.99	8.000%
3 Lineco Self-Adhesive Document Repair Tape, 1" by 35', Transparent 1"X35' ASIN: B000P8FT2G Sold by: WHP ASSOCIATES LLC Order # 111-1490841-6012200	1	\$11.13	\$11.13	8.000%
4 TTpn Best Lint-Free Warp Knitted. Microfiber Multipurpose Cleaning Cloth. Dishrag .Wash Cloth. Dish Cloths & Dish Towels. Pack of 50 ASIN: B06XVGYSDS Sold by: nan chang zhou shan dian zi shang wu you xian ze ren gong si Order # 111-1490841-6012200	1	\$21.99	\$21.99	8.000%
5 1000pcs Hook and Loop Dots 3/4 in Diameter Sticky Back Coins Heavy Duty Self Adhesive Dot Tapes for School Classroom(White) ASIN: B07L9TWBFV Sold by: Shenzhen Qianhai Jinqianli Supply Chain Ltd. Co Order # 111-1490841-6012200	1	\$8.98	\$8.98	8.000%
6 Lineco Document Cleaning Pad ASIN: B002E4Z302 Sold by: 88 Market Street Order # 111-1490841-6012200	1	\$15.95	\$15.95	8.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
7 Acid Free Tissue Paper 200 Bulk Sheets 15 x 20 Inch Ph Neutral	1	\$14.95	\$14.95	8.000%
ASIN: B07BV9BFR8 Sold by: Zs Enterprise Order # 111-1490841-6012200				
8 Promotions & discounts			(\$0.87)	8.000%

Total before tax	\$111.44
Tax	\$8.99
Amount due	\$120.43

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670



University of California
 1111 Franklin Street, Oakland, CA 94607
 Customer Service: 1-800-232-3444 ceb.com

FEDERAL ID #95-6006143

SHIP TO

BILL TO

900876

900876

YOLD COUNTY LAW LIBRARY
 ATTN LAW LIBRARIAN
 204 4TH ST STE A
 WOODLAND

DATE 05/05/22
 INV. NO. 11072681
 TRANS. NO. 11072681

CA 95695 CUST. P. O. NO.

ITEM ORDERED	QTY	PRICE	EXTENSION
CA CONSERVATORSHIP PRACTICE UP 22 ES33528 PER AUTOMATIC UPDATE	1	255.75	255.75
FOR QUESTIONS CONCERNING AUTOMATIC UPDATES PLEASE CALL (800) CEB-3444.			
CA CONSERVATORSHIP PRACTICE FORMS CD 22 ES23529 PER AUTOMATIC UPDATE	1	59.00	59.00
INVOICE			
SUBTOTAL			314.75
TAX AT 8.00%			25.18
SHIPPING CHARGE			6.25
ORDER TOTAL			346.18
AMOUNT NOW DUE			346.18

AGE 1 OF 1

SEE BACK FOR IMPORTANT INFORMATION

TERMS--NET 30 DAYS

Invoice



CEB
 1111 Franklin Street
 Oakland California
 94607

CEB | 1-800-232-3444 | CEB.com

Customer 900876
YOLO COUNTY LAW LIBRARY
 204 4TH ST STE A

 WOODLAND , California 95695
 United States
 5306668918

janet.coles@yolocounty.org

Invoice	12234859
Invoice amount	\$340.25
Posted Date	May 29, 2022
Due Date	June 28, 2022
Terms	Net30
Outstanding	\$340.25
Status	
PO Number	

Description	Quantity	Unit price	Amount
OnLAW Unlimited			
ALL Onlaw/IP Access - Contract Effective 3-21-22 through 3-21-23			
All OnLAW Titles (product)	1	\$340.25	\$340.25
May 29, 2022 - June 28, 2022			

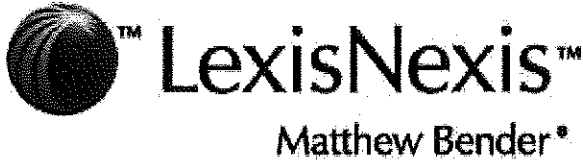
Notes

Terms & Conditions apply and are available for review at <https://www.ceb.com/terms-and-conditions>.

Payment by credit card is available online at ceb.com/Account.

Make checks payable to the Regents of University of California. Mail to Continuing Education of the Bar, P.O. Box 741661, Los Angeles, CA 90074-1661

Subtotal	\$340.25
Invoice amount	\$340.25
Payments	\$0.00
Outstanding	\$340.25



Invoice # 2869000G **Invoice Date** 06-01-22 **PO#** DIGITALLIBRARY **Order Date** 11-29-21 **Acct Mgr** G88 **Payment Terms** 30 Days **Ship Method**

BILL TO ACCOUNT # : 0099948607

SHIP TO ACCOUNT # : 0099948607

YOLO COUNTY LAW LIBRARY
DIGITAL LIBRARY
204 4TH ST STE A
WOODLAND CA 95695

YOLO COUNTY LAW LIBRARY
DIGITAL LIBRARY
204 4TH ST STE A
WOODLAND CA 95695

INVOICE									
Qty	ISBN	Price	# of Licenses	License Fees	Discount Amount	Net Amount	S&H	Tax	Extended Price

Authorized By: JANET COLES

1	0009181000014	3734.00				3734.00			3734.00
Current Billing Period: 11-21 10-22 CA FORMS OF PLEADING & PRACTICE DIGITAL LIBRARY									
*Future Billing Schedule:									
	11-22 - 10-23:	3846.00							
	11-23 - 10-24:	3961.00							
1	0009187000018	4780.00				4780.00			4780.00
Current Billing Period: 11-21 10-22 CA LEGAL FORMS TRANSACTION DIGITAL LIBRARY									
*Future Billing Schedule:									
	11-22 - 10-23:	4923.00							
	11-23 - 10-24:	5071.00							
1	9780769858784	3000.00				3000.00			3000.00
Current Billing Period: 11-21 10-22 APPLICATION SERVICES FEE									
*Future Billing Schedule:									
	11-22 - 10-23:	3090.00							
	11-23 - 10-24:	3183.00							
		11514.00				11514.00			11514.00
		Payment	08	Amount Due		959.50			

CALL YOUR ACCT MGR, KIMBERLY MASTRIANNI, AT 1-937-247-8187 FOR INFO ABOUT OUR PUBLICATIONS
Some prices reflected in this Order are contingent on you maintaining all of your existing subscript accounts with LN and its affiliates; if any such existing business is cancelled by you, LN may modify prices to reduce or eliminate any related discounts.

MAKE CHECK PAYABLE TO :

Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

INVOICE	#2869000G
PO#	DIGITALLIBRARY
AMOUNT DUE \$	959.50
AMOUNT ENCLOSED	

To Change Address Or If Paying By Credit
Please note On Reverse



330 Morgan Avenue
 Brooklyn NY 11211
 United States

Phone: (212) 219-0770
 Fax: (212) 219-0735

Bill To

JANET COLES
 YOLO COUNTY LAW LIBRARY
 204 FOURTH ST., SUITE A
 WOODLAND CA 95695
 United States

Ship To

JANET COLES
 YOLO COUNTY LAW LIBRARY
 204 FOURTH ST., SUITE A
 WOODLAND CA 95695
 United States

Invoice

Date 5/12/2022
Invoice # IN119562
Customer # 154946
Terms Net 30
Due Date 6/11/2022
Ship Via FedEx Ground®
Sales Rep Jess Lynch
 562447016191
 562447016206
Tracking #
Sales Order # Sales Order #SO342025
PO #
Shipping Code (2)

Item Number	Description	Units	Quantity	Unit Price	Amount
TPB570108	Heritage Bristol - 20pt - 42" x 60" - Gray	Sheet	20	10.80	216.00
TTB077009	Vantage Cutting Mat - 36" x 48" - Black	Each	1	81.00	81.00
TTB011101	Olfa X - Heavy Duty Ultra Sharp Knife (LA-X)	Each	1	10.38	10.38
TTB036003	Metal Rulers 24"	Each	1	12.99	12.99

Subtotal 320.37
Shipping Cost (FedEx Ground®) 196.36
Tax 25.63
Total 542.36
Amount Due \$542.36

Thank you for your order.

GL291 - Date 06/20/22
Time 10:34

Company 1000 - YOLO COUNTY
Trial Balance
For Period 1 Through 12 Ending June 30, 2022

USD

Base Currency
Amounts
Fiscal Year 2022

6950-0067-06200-7001 69506762007001 LAW LIBRARY

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
<u>400700-0000</u>	INVESTMENT EARNINGS-POOL	0.00	262.34	1,319.88-	1,057.54-
<u>400705-0000</u>	GASB 31 FMV - DFS ONLY	0.00	1,016.00		1,016.00
<u>403130-0000</u>	COURT FEES AND COSTS	0.00	20,024.96	106,331.08-	86,306.12-
<u>500110-0000</u>	EXTRA HELP	0.00	35,151.00	1,470.59-	33,680.41
<u>500320-0000</u>	OASDI	0.00	2,179.36	91.18-	2,088.18
<u>500330-0000</u>	FICA/MEDICARE	0.00	509.69	21.32-	488.37
<u>501020-0000</u>	COMMUNICATIONS	0.00	99.00		99.00
<u>501040-0000</u>	HOUSEHOLD EXPENSE	0.00	161.21	161.21-	0.00
<u>501042-0000</u>	GEN SERV JANITORL INTERNAL CHR	0.00	2,347.55		2,347.55
<u>501051-0000</u>	INSURANCE-PUBLIC LIABILITY	0.00	825.59		825.59
<u>501071-0000</u>	MAINTENANCE-BLDG IMPROVEMENT	0.00	479.00		479.00
<u>501073-0000</u>	GENERAL SERVICES INTERNAL CHR	0.00	271.02		271.02
<u>501090-0000</u>	MEMBERSHIPS	0.00	150.00		150.00
<u>501110-0000</u>	OFFICE EXPENSE	0.00	2,704.92	105.24-	2,599.68
<u>501126-0000</u>	IT SERVICE-ERP	0.00	1,748.00		1,748.00
<u>501127-0000</u>	IT SERVICE-CONNECTIVITY	0.00	7,268.00		7,268.00
<u>501152-0000</u>	PROF & SPEC SVC-INFO TECH SVC	0.00	47.00		47.00
<u>501190-0000</u>	RENTS AND LEASES - EQUIPMENT	0.00	1,312.54		1,312.54
<u>501230-0000</u>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	27,101.60	1,126.63-	25,974.97
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	28,406.29		28,406.29
*** Totals		0.00	132,065.07	110,627.13	21,437.94

GL291 - Date 06/20/22
Time 10:34

Company 1000 - YOLO COUNTY
Trial Balance
For Period 1 Through 12 Ending June 30, 2022

USD

Base Currency
Amounts
Fiscal Year 2022

6950-0067-06200-7002 69506762007002 LAW LIBRARY SUPPLEMENTAL FNDG

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
<u>401340-0000</u>	ST-OTHER	0.00		58,814.95-	58,814.95-
<u>501020-0000</u>	COMMUNICATIONS	0.00	102.87		102.87
<u>501090-0000</u>	MEMBERSHIPS	0.00	435.00		435.00
<u>501110-0000</u>	OFFICE EXPENSE	0.00	882.73		882.73
<u>501112-0000</u>	OFFICE EXP-PRINTING	0.00	314.29		314.29
<u>501165-0000</u>	PROF & SPEC SVC-OTHER	0.00	67.53		67.53
<u>501230-0000</u>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	12,413.47		12,413.47
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	340.25		340.25
<u>501249-0000</u>	SPEC DPT EXP-OTHER	0.00	7,790.78		7,790.78
*** Totals		0.00	22,346.92	58,814.95	36,468.03-

Three-Year Strategic Plan (July 1, 2022-June 30, 2025)

Direction 1. Develop and implement outreach and marketing efforts

Goal: Increase library usage by at least 40 percent by June 30, 2025.

FY 2023 objectives:

- Participate in at least 8 community events. Develop pop-up library to use at events.
- Post informational posters/flyers/literature at 25 or more strategic locations throughout the county (community partners, community organizations, libraries, laundromats, etc.).
- Conduct direct marketing for Library services (social media boosts, newspaper ads, movie theatre ads, mailings, etc.). Research possibilities and implement at least five marketing efforts geared toward community users. Create and maintain e-mail list.
- Specifically promote Lexis/Nexis Digital Library services and provide user training.
- Improve library website and Facebook page. Investigate other social media platforms and implement if appropriate.

Direction 2. Focus on effective services for pro per users

Goals:

Create at least two new, sustainable services for pro per users by June 30, 2025.

Create more functional conditions within the library facility by June 30, 2025.

FY 2023 objectives:

- Investigate models for law library self-help services and determine best directions and partnerships.
- Establish 2-3 outpost self-help collections at strategic locations.
- Contract for a security study/security system upgrade for the library.
- Implement minor changes to reading room space to offer better privacy/working conditions for library users.
- Develop form packets for common legal topics/procedures.
- Implement new hours (12 noon-5 PM, Monday-Friday) as required for passport acceptance services
- Conduct a feasibility study on relocating the Library

Direction 3. Strengthen the library's funding base and make more effective use of existing resources

Goals:

Increase the library's base operating budget by at least 15 percent by June 30, 2025.

Trim library physical collection and budget by at least 15% by June 30, 2025.

FY 2023 objectives:

- Implement notary public services
- Implement passport acceptance services
- Develop and implement collection plan; cut unnecessary/unused subscriptions

- Identify and provide organized access to free resources and subscription titles using new library catalog


Administrative objectives for FY 2023:

1. Assist the Board of Trustees in updating the Board's bylaws and the Library's policies and procedures
2. Create a full set of personnel policies for the Board's approval
3. Continue to weed and reorganize Library
4. Hire security consultant and update the Library's security infrastructure/plan
5. Obtain CalCard (VISA for government agencies)

DRAFT

Item 6 b.

Category	Cost Item	Notes	Revenue	Notes
Base operating budget (7001)				
Salaries				
Director	\$ 18,000.00	15 hours per week		
Library assistant	\$ 17,000.00	16 hours per week		
Unemployment, workers comp., Medicare	\$ 3,100.00			
Operations				
IT/communications	\$ 14,000.00			
Janitorial and maintenance	\$ 3,000.00			
Office expense	\$ 1,650.00	Office-type supplies & services		
Insurance (liability and fire)	\$ 900.00			
Copier lease	\$ 1,300.00			
Memberships	\$ 500.00			
Cataloging	\$ 2,200.00	Koha annual support		
Travel	\$ 750.00	Travel (includes mileage to events)		
Training	\$ 1,000.00	Training		
Collections				
Westlaw	\$ 6,000.00	Cancel one Westlaw seat and renegotiate		
West Print	\$ 1,700.00	Cancel all except West Complete Library		
CEB OnLAW	\$ 4,100.00			
LexisNexis	\$ 3,750.00	Add using state master services agreement		
EBSCO (NoloPress)	\$ 1,500.00			
LexisNexis Digital Library	\$ 8,000.00	Remove California Legal Forms Transactions from subscription		
CEB Print	\$ 2,000.00	Cut titles with low usage	\$ 90,000.00	Filing fees (est. \$7500 per month)
			\$ 2,000.00	Notary and passport services (maybe)
Total expenditures for 7001	\$ 90,450.00		\$ 92,000.00	Total expected 7001 revenue
Category				
Discretionary funds (7002)				
Direction 1 objectives				
Posters/flyers/literature	\$ 500.00	Printing costs		
Pop-up library	\$ 130.00	Canopy		
	\$ 1,100.00	Laptop		
	\$ 300.00	Chromebook		
	\$ 180.00	Hot spot (includes data plan)		
	\$ 225.00	Folding tables/chairs		
Direct marketing	\$ 1,000.00	Advertising		
Event attendance	\$ 1,200.00	Insurance and entry fees		

Direction 2 objectives				
Self-help collections	\$ 3,000.00	Nolo Press and other books		
Minor space changes	\$ 1,200.00	Modular tables		
Professional services	\$ 2,000.00			
	\$ 2,500.00	Partitions		
Direction 3 objectives				
Notary public and passport services	\$ 500.00	POS system (Square)		
Additional staff hours	\$ 14,000.00	Support for new objectives, 10 hours per week director, 2 hours per week library assistant		
Administrative objectives	\$ 2,000.00	Security consultant/security upgrade		
Total (7002) proposed expenditures	\$ 29,835.00		\$ 58,815.00	State appropriation
			\$ 28,980.00	Add to reserves